

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: CCPS-Dean's Office

DATE: August 2017

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Admin. Asst. II - CCPS

JOB FUNCTION:

Assist with scanning of CCPS documents, record keeping, and other office duties in the CCPS Dean's Office. May cover the front desk during staff absences and assist with special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1. 65%	Ongoing	Assist with scanning and archival of documents for CCPS. Check data entry for accuracy, and prepare files for review and shredding.
2. 15%	Ongoing	Alphabetize, sort, and file CCPS documents. Transcribe or prepare documents and reports.
3. 10%	As Needed	Assist with course evaluation (IDEA) preparation, distribution, collection, and processing.
4. 10%	As Needed	Other duties as assigned.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to type to do computer entry work. Basic computer knowledge/skills required to perform required data entry, date searches, and other required computer tasks. Experience with Microsoft Word, Excel, and Outlook preferred.
2. Analytical skills are required to do filing alphabetically and numerically.
4. Ability to operate office copiers and scanners.
5. Ability to apply extreme attention to detail to spot/avoid incongruities/possible mistakes while performing assigned tasks.
6. Ability to conduct oneself in a highly professional manner in order to portray proper professional appearance to faculty, students, and community members.
7. Must be trustworthy and able to view confidential academic material without speaking about it to others.
8. Ability to complete tasks with minimal supervision.
9. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
10. Must have a completed FAFSA on file with the Financial Aid Office for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.